Approved for Release: 2025/03/24 C06943665

~~SECRET~~
(When Filled In)

(b)(3)
(b)(6)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
Recorded by CSPD

SECTION A GENERAL

1. NAME (Last) [redacted] (First) [redacted] (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
	12 May 1912	F	GS-12

(b)(3)

5. S[redacted]NATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
	Reports & Requirements Officer	NE

(b)(3)

8. CAREER STAFF STATUS					9. TYPE OF REPORT			
	NOT ELIGIBLE	X	MEMBER		DEFERRED		INITIAL		REASSIGNMENT/SUPERVISOR
	PENDING		DECLINED		DENIED		ANNUAL	X	REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From	To	SPECIAL (Specify)
	30/6/60	14/3/62	[redacted]

(b)(3)

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the *manner in which employee performs* **EACH** *specific duty.* **Consider ONLY** *effectiveness in performance of that duty.* **All employees with supervisory responsibilities MUST** be rated on their ability to supervise *(indicate number of employees supervised).*

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
Station Reports and Requirements Officer: processes all intelligence forwarded for dissemination. Transmits Requirements to Case Officers.	7	[redacted] part-time typists and [redacted] outside translator.	5
SPECIFIC DUTY NO. 2 Acts as Case Officer in Spotting, Recruiting and Running Clandestine Intelligence Agents.	RATING NO. [redacted]	SPECIFIC DUTY NO. 5 [redacted]	RATING NO.
SPECIFIC DUTY NO. 3 Maintains intelligence files and cards on individuals, groups and subjects of interest.	RATING NO. 6	SPECIFIC DUTY NO. 6	RATING NO.

(b)(3)
(b)(3)
(b)(3)

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements. (Performance in every important respect is superior and in many important respects is outstanding.)
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 5+

SECTION D DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING 1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify): Thoroughness, dependability, dedication							X

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS. ~~SECRET~~ (4)

Approved for Release: 2025/03/24 C06943665

Approved for Release: 2025/03/24 C06943665

(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

This officer has been recommended by the C.O.S. for the award of the Intelligence Medal of Merit for her outstanding accomplishment beyond the requirements of her job in spotting, recruiting and acting as Case Officer for [redacted] agent who has provided voluminous documentary intelligence on a target of very high worldwide priority. Her operational work in this case epitomized those qualities for which she is outstanding: it was a voluntary task not required by her Station duties; it involved great alertness and discretion; it required painstaking briefing of the agent; and it demanded great courage in accepting the considerable risks involved. Her performance in this case was in the finest traditions of the clandestine services. (b)(3)

In her assigned Station specialty of Reports and Requirements officer, [redacted] has done a magnificent job. She has handled competently and effectively a tremendous flow of raw intelligence and has effected its rapid dissemination. [redacted] (b)(3)

They have recognized her competence and desire to do a thorough job and have given her their cooperation.

[redacted] has given no thought to her personal desires or convenience in devoting herself 100% to her job and the advancement of the Station intelligence mission. She actually did the work which would normally be expected of two people. Her extensive background and experience in [redacted] particularly qualified her for analyzing and intelligence concerning this area. (b)(1) (b)(3)

She is one of those female officers who are outstanding assets to the organization because they are dedicated, competent and able to do both research and operational jobs. [redacted] It is strongly recommended that she be promoted. (b)(1) (b)(3)

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
36 months	Employee has departed from Station. Please show to her at Headquarters.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	SIGNATURE
	Chief of Station [redacted]	

(b)(3) (b)(6) (b)(1) (b)(3)

3. BY REVI[redacted]L

X	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

I concur completely with the comments of the reporting officer. (b)(3) (b)(6)

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TY[redacted]
17 April 1962	CNE/[redacted]	

(b)(3)

SECRET

Approved for Release: 2025/03/24 C06943665